



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

STAFF SERVICES MANAGER III

\$6,779 - \$7,698

ENFORCEMENT BRANCH HEADQUARTERS SACRAMENTO

RESPONSIBILITIES: Under the general direction of the Deputy Commissioner, Enforcement Branch, the incumbent is responsible for oversight of all functions and decision-making of each of the Enforcement Branch Headquarters office units including: Training, Human Resources, Grant Coordination and Auditing, Property Control, Budgets, Special Projects, Special Investigative Unit Audit/Compliance, and the Management Reporting and Intake functions. This position is responsible for preparing and implementing Branch and Division administrative policy and procedures in support of the departmental and Enforcement Branch missions; monitoring and enforcing State and departmental policies and procedures; managing the Enforcement Branch budget; procuring and distributing law enforcement equipment and general supplies; distributing grant funding; overseeing staff recruitment processes. The incumbent exercises a high degree of initiative and independence and interacts with all levels of staff within the organization to meet workload needs and coordinate overlapping projects that involve all levels of staff and management. Incumbent participates as an active member of the Branch and Divisions' management teams. ***Fingerprinting and background check are required. Free parking!***

DESIRABLE QUALIFICATIONS:

- Knowledge of and experience working with state personnel laws and rules;
- Ability to work under pressure and perform multiple tasks with accuracy, precision and neatness;
- Excellent oral and written communications;
- Ability to foster a teamwork and customer service work environment;
- Ability to use sound judgment and to exercise initiative;
- Ability to provide accurate, clear, and timely advice and direction;
- Knowledge and proficiency in the use of personal computers and standard office software.

WHO MAY APPLY: Applications will be accepted from current State employees at the SSM III level, those within transfer range, or those with list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

STATEMENT OF QUALIFICATIONS:

10/1/13 EMC

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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All interested candidates must submit a completed standard State of California application and a "Statement of Qualifications" in order to be considered for this position. The Statement of Qualifications is a narrative discussion of your education, training, experience, and skills as it relates to the desirable qualifications listed above. The Statement of Qualifications serves as documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.

Resumes do not take the place of the Statement of Qualifications. Applicants who fail to submit the Statement of Qualifications will be eliminated from the selection process.

APPLICATION PROCEDURE: Please mail a completed standard [State Application STD 678](#) to Eva Crew, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE "STAFF SERVICES MANAGER III, PSN # 413-189-4802-001" ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION.** Applications must be postmarked by the final filing date to be considered. For additional information, please call (916) 492-3310 or email eva.crew@insurance.ca.gov

FINAL FILING DATE: **October 15, 2013 by 5 p.m., Close of Business**

NOTE: Interested individuals, including list eligible, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CALHR for review and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate state application (STD 678) is required for each recruitment for which you would like to be considered.

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